



DRAFT MINUTES OF THE MANAGEMENT COMMITTEE MEETING

**HELD ON WEDNESDAY 31 JANUARY 2024 at 6.30p.m.  
MEETING HELD IN THE COMMITTEE ROOM OF THE CO-OPERATIVE'S OFFICES**

**1. SEDERUNT**

**PRESENT:** P. Waddell (Chairperson), A. Cushingam, C. Cooper,  
B. Hartness (Co-optee),  
D. Barnes and F. Lavery – Attended via zoom

**IN ATTENDANCE:** K. Mollins – Director.

**Apologies:** J. Gracey, M. Davidson, C. Harvey

**Leave of absence:** None

**2. MEETING OF THE MANAGEMENT COMMITTEE**

**a) 29 November 2023**

**i) Minute**

The minutes of the Management Committee meeting on 29 November 2023 were approved by A. Cushingam and seconded by D. Barnes a. Cushingam.

**ii) Matters Arising:**

There were no matters arising.

**b) Master Tracker**

The Director presented the progress report on the Master Tracker from the meeting in November 2023 and advised there had been good progress with achievement of many tasks on the Master Tracker. He highlighted to the Management Committee progress with key tasks:

**i.. Veranda Project**

The Director confirmed he had held meetings with the Design Team and Sun Paradise / Windoor in relation to the project and work was in progress to develop our list of requirements to inform the design options for the Committee's consideration / tenant consultation.

ii. Wise Group

The Director referred to the energy advice and crisis support service to tenants that is being provided by Heatwise. He outlined the reasons 5 tenants had been declined Home Heating Support, which was due mainly to income and benefit entitlement.

lii In-House Trade Team

The Director advised that work is progressing on the key tasks to implement the new in-house Trade Team in April 2024.

The Committee noted the content of the report

### **3. DECLARATIONS OF INTEREST AND NOTIFIABLE EVENTS**

It was noted that Committee and staff will declare an interest as follows:

The Director and a Committee member will leave the meeting for the following agenda items:

- Agenda Item 12 – Staff Salary Increase

Notifiable Events - The Director confirmed there were two notifiable events, one due to the review of the Staff Structure and another was a reportable incident to the ICO.

### **4. TREASURY MANAGEMENT REPORT – REDEMPTION OF RBS LOAN**

The Director presented the report from our Finance Agent at FMD in relation to the early redemption of the RBS Variable loan facility.

The Audit & Performance sub-Committee discussed this at their meeting in November 2023 and with the increase in interest rates it made sense to consider paying off this loan from our cash reserves. The redemption value is £65,242.88 as of 23 December 2023.

The Management Committee raised the following queries or questions in relation to the report on the redemption of the RBS Loan.

- A Committee member advised that the Association will making a saving in interest due to the early repayment of the loan facility.

The Committee approved the redemption of the loan facility with the Royal Bank of Scotland

## **5. PROCUREMENT – KITCHEN & BATHROOM CONTRACT**

The Maintenance Manager presented his report on the outcome of the tender to appoint a contractor to undertake the kitchen & bathroom contract in Wardie Place. He highlighted the following:

- The contract included the installation of 7 kitchens and 1 bathroom.
- A summary of the specification of works.
- The tender process and contract arrangements.
- The details of the contractors that submitted a tender for the contract.
- Details of price for the contract.

The Maintenance Manager recommended the appointment of RS Electrical.

The Committee approved the appointment of RS Electrical for the Kitchen and bathroom contract.

## **6. REPORT ON MEMBERSHIP**

There were no new share applications.

## **7. HEALTH & SAFETY**

There were no Health & Safety matters.

## **8. GOVERNANCE POLICIES**

### **a) Membership Policy**

The Director presented the draft Membership Policy, which was last reviewed in May 2019. The draft policy takes account of the following:

- The review of the Regulatory Framework in 2019; and
- The review of the Association's Rules to become a charitable housing association in November 2023.

The Director gave an overview of the draft policy, which covers:

Membership of the Association

- Promotion on membership.
- Types of membership & eligibility.
- Making an application for membership.
- Reasons an application for membership may be refused.
- Membership decisions.
- Membership participation.
- Termination of membership.
- Transferring shares.

Membership of the Management Committee

- Election, Eligibility & Interests
- Monitoring of membership.

The Committee approved the draft Membership Policy for implementation.

## **9. COMMITTEE PERFORMANCE REVIEWS 2023-24**

The Director confirmed that the questionnaire pro-forma for the Committee Performance Reviews had been issued to members on 8 January 2024 for members to complete and return by 26 January 2024.

The Director has liaised with the Chairperson and Stuart Eglinton and the following is proposed:

- The Vice Chairperson will participate and take the lead in the Committee Performance Reviews as part of his development;
- The 2 options for the date of the Performance Review Meetings:

The Committee decided the Committee Performance Reviews should be held on:

- Thursday 15 February 2024; and
- Tuesday 20 February 2024.

## **10. IMPLEMENTATION OF STAFF STRUCTURE**

### **a) Report on Progress Against Implementation Plan.**

The Director presented his report on progress against the implementation plan to November 2023 and covered the following:

- An overview of the process and timeline for the review of the staff structure;
- The key areas of the Implementation Plan, which were:
  - The completion of new job descriptions and person specifications for each role in the staff structure,
  - The progress on the recruitment of Senior Management Team positions.
  - The phased approach to the recruitment to fill officer, administration and caretaking positions.

The Director confirmed that the progress report would be issued to the SHR associated with the notifiable event for the Staff Structure Review.

The Committee raised the following comments or queries in relation to the Committee Performance Review 2023-24

- The Committee discussed the options for the interviews. The Director confirmed he would meet with each Recruitment Panel to finalise the shortlisting, dates and questions for the interviews.

The Committee noted the content of the report.

## **11. HYBRID WORKING**

The Director presented his report on a proposed pilot for hybrid working and covered the following:

- He referred to the report issued to Committee in November 2023, where they had a positive view on hybrid working and asked for a report on its implementation.
- The advantages and disadvantages of hybrid working.
- The different models of hybrid working.
- The outcome of a meeting with staff on hybrid working.
- Service levels and arrangements for hybrid working.

The Director proposed a 12 month pilot for hybrid working on a flexible model on one day home working per week from April 2024.

The Committee raised the following comments and queries in relation to the Report on Hybrid Working:

- The Committee discussed the models and options for hybrid working and felt the office should be open each day of the working week.

The Committee's decision was to approve the flexible model for hybrid working from 1 April 2024, where staff would be able to work at least 1 day per week from home subject to service levels and arrangements noted in the report.

The Chairperson asked the Director to present a report to the Committee on a quarterly basis on the hybrid working and for it to cover KPIs and service levels.

## 12. CORRESPONDENCE

### a) Staff Salary Increase 2024-25

The Director advised the Committee that EVH had consulted with Unite the Union on the staff salary increase 2024-25. EVH perform this role through collective bargaining arrangements on behalf of member organisations.

He informed the Committee that the proposed increase for 2024-25 took account of cost of living crisis, high inflation, ensuring the salaries remain competitive in the market place, the need to retain and recruit staff and employer.

EVH are recommending the following increase to staff and the staff salary structure 2024-25 from April 2024:

- An increase of 5.5% on salary and allowances from 1 April 2024, except mileage which is set by HMRC.
- All posts PA1 – PA6 will increase to the National Living Wage of £12 per hour

K. Mollins and B. Hartness left the meeting.

The Committee discussed EVH's proposed staff salary increase 2024-25 and the Chairperson completed and signed the ballot paper for issue to EVH.

K. Mollins and B. Hartness re-joined the meeting.

### b) EVH Annual Conference – 17-19 May 2024

The Director advised the Committee on the arrangements and cost of the EVH conference and asked for members interested in attending to contact Nikkita at the office.

## 13. CONFIDENTIAL BUSINESS

There was no confidential business.

## 14. ANY OTHER BUSINESS

### a) Incident Reported to the ICO

The Director advised the Committee that the Association had been the subject of a phishing e-mail attack, which resulted in the scam e-mail being sent from a staff member's e-mail to a significant number of individuals and organisations within and out with the Association. He disrupted the report to the ICO and the Action Plan to prevent and mitigate any recurrence.

Our Data Protection Officer (DPO), Trish Knight of RGDP has advised we should report this to the ICO due to high volume of e-mails and our actions, where we subsequently sent an e-mail to advise all contacts and in doing so, we shared business e-mails.

The Director also confirmed he has submitted a notifiable event to the Scottish Housing Regulator to inform them of this matter.

The Director further stated the matter has been effectively managed by our DPO and our ICT Service Support Provider, Stratiis and the implementation of the Action Plan will prevent and mitigate any further incidents.

The Committee raised the following comments and queries in relation to the GDPR incident.

- i. The Committee discussed the incident and asked about training for staff on cyber-attacks. The Director confirmed that training was scheduled for staff in February through an on-line portal via Stratiis. Stratiis would also be undertaking random phishing e-mail tests to the staff team.
- ii. A Committee member asked if there was any financial loss. The Director advised that there has been no financial loss or detrimental impact on our service. There will be a cost for RGDP's work and service during this incident.

The Committee noted the content of the report. The Chairperson asked for the Committee to kept fully updated on the response from the ICO and Scottish Housing Regulator.

b) Committee member's Resignation

The Director confirmed that M. Davidson has submitted her notice to resign from the Management Committee due to personal reasons.

The Chairperson asked the Director if he could present a report at February's meeting on long service recognition as M. Davidson was a member of the Management Committee for 24 years, for the Committee to discuss and agree.

**20. DATE OF NEXT MEETING**

Meetings.

Business Planning / Risk Session

- Saturday 10 February 2024 between 10.00a.m. – 3.00p.m.

Audit & Finance Sub-Committee

- Monday 12 February 2024 at 6.30p.m.in the Commitete room

Management Committee Meeting

- Wednesday 28 February 2024 at 6.30p.m. on the Committee room.

Chairpersons Signature: \_\_\_\_\_

Date: \_\_\_\_\_